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Headquarters
United States Army Medical Department Activity
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* MEDDAC/DENTAC/VS
Regulation 210-10

Installations

Kimbrough Ambulatory Care Center Adverse Weather Plan

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History. This update publishes the second revision of this regulation. It was originally published on 28 January 2000.

Summary. This regulation establishes policies and procedures for adverse weather operations at Kimbrough Ambulatory Care Center (KACC). This regulation also establishes policy regarding snow removal responsibilities of the U.S. Army Dental Activity, Fort George G. Meade (DENTAC), Fort Meade Branch Veterinary Services (VS), and the Forensic Toxicology Drug Testing Lab (FTDTL), and the additional support they may expect to receive from KACC, if any.

Applicability. This regulation is applicable to Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC); i.e., KACC, DENTAC, VS and FTDTL. Within KACC, it applies to all military personnel and Department of the Army (DA) civilians whose place of duty or employment is KACC. It does not apply to contractors or contractor's employees, who will be treated in accordance with the provisions of their individual contracts.

* This update supersedes MEDDAC/DENTAC/VS Regulation 210-10, dated 1 October 2001.

Supplementation. Supplementation of this regulation is prohibited.

Proponent. The proponent of this regulation is the Chief, Plans, Training, Mobilization and Security Division (PTM&S).

Clarification of the term “mission essential personnel”. With regard to announcements made by Fort George G. Meade or the media concerning adverse weather operations, The term “mission essential personnel” is synonymous with the term “critical personnel”. If the term “critical personnel” is used in an adverse weather announcement, it is the same as “mission essential personnel” with regard to this regulation.

Suggested Improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-PTM&S, Fort George G. Meade, MD 20755-5800, or to the MEDDAC’s Command Editor by e-mail to john.schneider@na.amedd.army.mil or fax to (301) 677-8088.

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Chapter 1

Introduction

1-1. Purpose

To establish responsibilities, policies and procedures for the operation of KACC in the event the installation commander declares delayed, reduced or curtailed operations for Fort George G. Meade (FGGM) because of adverse weather conditions, and policy regarding snow removal.

1-2. References

Related publications are listed in appendix A.

1-3. Abbreviations and special terms

Abbreviations and special terms used in this publication are explained in the glossary.

1-4. Responsibilities

a. *The DCCS.* The DCCS will inform the installation commander's office (74844) in the event of early closures that will affect patient care.

b. *The Chief or Noncommissioned Officer in Charge (NCOIC), PTM&S.* The Chief or NCOIC, PTM&S will—

(1) Coordinate adverse weather warning notification procedures for duty and non-duty hours. (See para 2-4 below.)

(2) Notify the KACC Commander (if not other-wise notified), Deputy Commander for

Clinical Services (DCCS), Deputy Commander for Administration (DCA), Deputy Commander for Nursing (DCN), and Senior Medical (SM) Noncommissioned Officer (NCO) (SMNCO). The DCCS, DCA and DCN will notify the supervisors of their subordinate elements, who in turn will initiate the notification process for their personnel.

c. *The Medical Company Commander and First Sergeant (1SG).* The Medical Company Commander and 1SG will—

(1) Ensure the administrative officer of the day (AOD) instructions include the notification procedures to be followed under adverse weather conditions.

(2) Ensure notifications are conducted in accordance with (IAW) the sequence reflected in the AOD instructions.

d. *The Chief, Logistics Division.* The Chief, Logistics Division will ensure that one or more 4-wheel drive vehicles are available for use during adverse weather.

e. *Supervisors.* Supervisors will—

(1) Establish mission essential personnel rosters IAW appendix B, update them as required, and furnish copies through the chain of command (to include the DCCS, DCN or DCA, as appropriate, for approval) to the Chief, PTM&S.

(2) Ensure all mission essential personnel receive written notification of their status. This will enable them to make child care plans, etc., during periods of reduced operations.

(3) Maintain completed written notifications on file.

(4) Follow the guidance in para 3-3 below; coordinate options with the respective deputy commander.

(5) Establish a liberal leave policy for employees who are affected by schools that close, delay opening, or release early due to adverse weather.

f. *Clinic chiefs.* Clinic chiefs will do the following in the event of declaration of an adverse weather plan:

(1) *Delayed Arrival, Delayed Opening, and Reduced Operations.* If one of these plans is declared by the installation commander, patient appointments falling within the affected hours will be canceled. As soon as possible after normal operations are resumed, clinics will contact the patients whose appointments were canceled to reschedule their appointments for the earliest possible date.

(2) *Reduced Operations.* If the installation commander declares Reduced Operations and there are patients in the clinic awaiting treatment, all non-mission essential personnel who are required to assist in the patients' treatment will be required to remain in the clinic until all patients have departed. Clinic chiefs may also require other non-mission essential personnel (i.e., personnel not directly involved in patient treatment) to remain until all patients have departed if they determine it is in the best interest of the patients and the clinic.

g. *The Chief, Operating Room (OR) and Head Nurse, Same Day Surgery (SDS).* The Chief, OR and Head Nurse, SDS will do the following in the event of declaration of an adverse weather plan:

(1) *Delayed Arrival, Delayed Opening, and Reduced Operations.* If one of these plans is declared by the installation commander, scheduled surgeries falling within the affected hours will be canceled. Patients who have been scheduled for surgery will be notified of the cancellations and informed that their surgeries will be rescheduled by their individual surgeons.

(2) *Reduced Operations.* If the installation commander declares Reduced Operations, reduced operations will not go into effect for KACC until the KACC Commander or his or her designated representative determines such.

(a) *If there are patients undergoing/recovering from surgery.* If patients are in surgery or recovering, the staff personnel necessary to care for those patients will remain until all patients are discharged.

(b) *If there are patients awaiting surgery.* If the commander or his or her designated representative declares reduced operations and there are patients awaiting surgery, the chief, or other individual in charge, will contact the commander or his or her designated representative for a determination as to whether the procedure(s) should be performed or canceled. If canceled, the patients will be informed that, for their own welfare, because of adverse weather conditions, their surgeries have been postponed. If possible, these surgeries will be immediately rescheduled; if not possible to immediately reschedule, the patients will be told that they will be contacted as soon as possible to schedule a new surgery date.

h. *The Public Affairs Officer (PAO).* The PAO will submit articles to *Soundoff!*, the FGGM Weekly Bulletin, and FGGM Cable Channel 98 to inform the community of KACC's adverse weather policy. (Note: The guiding principal of such articles will be that patients should not put themselves at unnecessary risk to attend an appointment or have a surgery that can be rescheduled.)

i. *The AOD.* The AOD represents the KACC Commander during non-duty hours and is deemed mission essential. The AOD will—

(1) Conduct notifications contained in the AOD instructions.

(2) In the event of declaration of delayed arrival or delayed opening (see para 2-3b and c below), remain on duty until properly relieved.

(3) In the event of reduced operations (see para 2-3d below), contact the individuals who are scheduled to perform AOD and Assistant AOD (AAOD) for that evening and inform them that they are to report to duty early, i.e., at 0530, to assume AOD duties.

j. *KACC personnel.* KACC personnel will do the following:

(1) Personnel who hear a radio or television announcements of an adverse weather plan in effect for FGGM will comply with the plan. (See para 2-5 below.)

(2) Mission essential personnel who believe they may not be able to report to duty on time should contact their supervisors or work sections. If unable to contact either the supervisor or work section, a mission essential person should contact the AOD (at the Information Desk) by calling 301-677-8741. The AOD may also be contacted on cellular phones at the following number: 410-320-8265.

(3) If the announcement of an adverse weather plan is not clear, call one of the following to determine the installation's (and KACC's) status of operations:

(a) The FGGM 24-hour Announcement Line, 301-677-6323 (MEAD).

(b) The KACC Information Desk or AOD, 301-677-8741.

Chapter 2

Adverse Weather Plans, Declaration of Adverse Weather Operations, the Fort Meade 24-hour Announcement Line, and Media Announcements

2-1. Categories of adverse weather plans

Fort Meade has four adverse weather plans that may be implemented. The plans are described in detail in para 2-3 below. The plans may be grouped into two categories as follows:

a. *Category 1.* This category includes three plans; Plan B (Delayed Arrival), Plan C (Delayed Opening), and Plan D (Reduced Operations). These plans are usually declared during

non-duty hours, one to several hours before the beginning of the duty day (0730).

b. *Category 2*. This category includes only one plan; Plan A (Early Release). Early release is always declared during normal duty hours; that is, sometime between 0730 and 1630.

2-2. Implementation of adverse weather plans

The KACC Commander will respond to the installation commander's adverse weather declarations as follows:

a. *Category 1 declarations*. Upon declaration of plan B, C or D by the installation commander, the KACC Commander will comply with the declaration as stipulated by the installation commander.

b. *Category 2 declarations*. Upon declaration of plan A by the installation commander, the KACC Commander will determine if and when the plan will go into effect for KACC. Supervisors are cautioned not to comply with declaration of plan A until it has been transmitted to them through their chains of command from the KACC Commander. (Note: Throughout this chapter, the term "KACC Commander" means the KACC Commander or his or her designated representative.)

2-3. Detailed descriptions of adverse weather plans

a. *Plan A – Early Release*. When driving conditions are or are expected to become hazardous and the Installation announces an early release, KACC, upon order by the KACC Commander, will release non-mission essential personnel. Supervisors will ensure that the early release of personnel does not jeopardize patient care. Mission essential personnel will remain on duty until termination of their normal tour of duty or until relieved. Early release applies to the designated shift only. Mission essential personnel on later shifts must report for duty as scheduled. Supervisors may consider excused absences for mission essential personnel who are committed to car pools as drivers when transportation is not available for other members of the car pool, provided a sufficient work force remains on duty to accomplish mission essential tasks. Civilian personnel subject to a negotiated agreement will be released IAW the agreement.

(1) Implementation of Plan A will not be instituted within KACC until approved by the KACC Commander. In addition, the effective time for the early release of KACC staff may be different from (i.e., before or later than) the time declared by the installation commander for the rest of Fort Meade.

(2) Clinics that are able to close completely will not do so until all patients have been seen. Clinic chiefs will ensure sufficient staff remain on duty to take care of patient needs. Individual clinics are authorized to cease operations when there are no more patients waiting to be seen in the clinic.

(3) The KACC Commander is the approval authority for cancellation of all surgeries that have not yet begun.

b. *Plan B – Delayed Arrival*. When determined during non-duty hours that adverse weather conditions have developed to the extent that driving conditions are likely to be hazardous, excused delayed arrival time will be authorized. The authorized delay in arrival time will allow personnel more time to carefully and cautiously travel to work. The amount of time granted will be determined by the supervisor and is dependent on the driving distance to include the alternate route taken during those conditions for that employee. The time allowed for arriving to work will be considered an excused absence. (This means that if the Installation announces that employees may arrive for work two hours late, that this is the maximum time allowed to

arrive late, and that each employee must make an effort to report to work as soon as possible.) Mission essential personnel will be required to report as scheduled.

c. *Plan C – Delayed Opening of Fort Meade.* When weather conditions have worsened during non-duty hours and the decision to delay opening Fort Meade is made, a delayed opening will be authorized. Mission essential personnel will report as scheduled. All other employees will report at the announced time. This delayed opening time is required to ensure safe arrival by clearing impassible roads that are likely to remain so until a specific time.

d. *Plan D – Reduced Operations.* This plan is also referred to as “Post Closure.” When weather conditions have worsened during non-duty hours and the decision to reduce activities at Fort Meade is made, non-mission essential personnel are excused from work. Mission essential personnel will report as scheduled.

2-4. How adverse weather notifications are received and disseminated

a. During normal duty hours.

(1) During normal duty hours, the FGGM Directorate of Plans, Training, Mobilization & Security (DPTMS) will normally notify PTM&S of Plan A (Early Release) going into effect. If notification is made in this manner, the Chief, PTM&S will notify the KACC Commander. After the Commander has made a decision, PTM&S will notify the DCCS, DCN, DCA, and SMNCO. They will in turn notify the elements immediately subordinate to them, etc.

(2) Since adverse weather announcements may be received via radio, television or some other unofficial means, KACC personnel may be alerted of the declaration of Plan A prior to being officially notified by their supervisors (who have received official information through the chain of command from the KACC Commander. In this instance, it is the responsibility of the supervisor to call up the chain to the appropriate deputy commander for clarification.

b. During non-duty hours.

(1) During non-duty hours, DPTMS will notify the AOD. The AOD will immediately notify the Chief, PTM&S, Medical Company Commander, and 1SG. The AOD will make appropriate entries in his or her log.

(2) Not earlier than 0500, regardless of when the notification was received by the AOD, the Chief, PTM&S will first notify the KACC Commander, then notify the DCCS, DCN, DCA and SMNCO to initiate their notification procedures.

2-5. The Fort Meade 24-hour Announcement Line

The Fort Meade Emergency Operations Center (EOC) 24-hour announcement line may be called to ascertain the status of operations at any given time. If the installation commander declares an adverse weather plan, the EOC announcement line will reflect that information within a short while. The telephone number of the announcement line is (301) 677-6323. Following are the five possible messages that may be heard. At time of transmission, the wording of the actual messages might be slightly different but the meaning will remain the same:

a. *Plan A – Early Release.* “This is Headquarters (HQ), U. S. Army Garrison Fort Meade. Effective (date/time) an Early Release is implemented. Critical (i.e., mission essential) personnel must report and or remain as scheduled.”

b. *Plan B – Delayed Arrival.* “This is HQ, U.S. Army Garrison, Fort Meade. On (date) up to a (specify number) hour delayed arrival is authorized. Critical (i.e., mission essential) personnel must report as scheduled.”

c. *Plan C – Delayed Opening.* “This is HQ, U.S. Army Garrison, Fort Meade. On (date), delayed opening until (specify time) is authorized. Critical (i.e., mission essential) personnel

must report as scheduled.”

d. *Plan D – Reduced Operations.* “This is HQ, U.S. Army Garrison, Fort Meade. A reduced operation is implemented. Non-critical (i.e., non-mission essential) personnel are excused from work (date). Critical (i.e., mission essential) personnel must report as scheduled.”

e. No plan in effect. “This is HQ, U.S. Army Garrison, Fort Meade. At this time there is no adverse weather plan in effect.”

2-6. Media announcements of adverse weather plans

The identities of participating radio and television stations will be announced biweekly in *Sound-off!* throughout the winter weather season, as well as weekly in the Fort Meade Weekly Bulletin. Announcements reporting that “Washington area federal employees,” “Baltimore area federal employees” or “federal employees” are under early release, delayed arrival, delayed opening or reduced operation conditions do not apply to Fort Meade personnel. Only those announcements specifically addressed to “Fort Meade personnel” pertain to KACC staff personnel. The radio and television announcements will be similar to those stated in para 2-5a through c above.

Chapter 3

Personnel Utilization Policies

3-1. Eligibility for excused absence for DA civilians

DA civilians dismissed early or not required to report to work because of inclement weather conditions will normally be granted excused absence. Supervisors will implement excused absence IAW FGGM Reg 690-3. Temporary employees who have more than 90 days appointment or who have been employed for a continuous period of at least 90 days under one or more appointments without a break in service are also eligible for excused absences under this policy. Excused absences are not appropriate when employees must be absent because of child care or school related delayed openings or closures. Supervisors should consider a liberal leave policy for such conditions.

3-2. Designation of mission essential personnel

All mission essential personnel will be designated in writing. An example of the notification memorandum is at appendix B. Supervisors must designate persons to be retained when the Post goes to early release and those to come in when the Post declares limited operations or closure. Personnel designated as mission essential will be kept to a minimum but must be sufficient to maintain mission essential operations. Designations will be rotated when feasible. Supervisors will use the Mission essential Services Worksheet at appendix B to establish their roster of mission essential personnel. The rosters will be maintained by each supervisor once approved by the respective deputy commander. A copy of all rosters will be forwarded to the 1SG for inclusion in the SD instructions. Designated personnel must acknowledge their appointment as mission essential by signing the notification letter. Supervisors will maintain the notification memorandums for their mission essential personnel.

3-3. Supervisor's judgment when an adverse weather plan has not been declared but working conditions have deteriorated

Military and civilian personnel are expected to work if conditions at the work site are reasonably adequate in the supervisor's judgement. These conditions may not be normal and may involve

minor discomforts. Under conditions of adverse weather, when a formal adverse weather plan has not been declared, and which may occur in the summer months as well as the winter months, supervisors may—

- a. Adjust work schedules.
- b. Relocate personnel to other work areas.
- c. Assign personnel less strenuous duties.
- d. Grant excused absence when options *a* through *c* are not possible.

Chapter 4

Responsibilities for Snow and Ice Removal

4-1. General

This chapter addresses responsibilities for removal of snow (and control of ice) at KACC, to include all ancillary buildings, DENTAC, VS, and FTDTL.

4-2. KACC

- a. *Building 2480.* Snow and ice removal responsibilities for building 2480 are as follows:

- (1) During normal duty hours. Assignment of primary snow and ice removal responsibilities for walkways and sidewalks will be accomplished by the first sergeant.

- (2) During non-duty hours. The AOD will be responsible for clearing snow and ice from the front entrance and all other exterior entrances to building 2480. The AOD will ensure that access to building 2480 remains open throughout the course of his or her tour of duty.

- (3) Housekeeping will monitor the basement loading dock for removal of snow and will ensure that the building's hallways are maintained free of snow and water that may be brought in.

- (4) The Chief, Logistics Division will ensure that adequate snow shovels and salt or other ice melting material is on hand for distribution.

- b. *Ancillary buildings.*

- (1) The occupants of the ancillary buildings are responsible for their own snow and ice removal.

- (2) Buildings that do not have military personnel assigned and require assistance to remove snow, or that otherwise require assistance, should contact the 1SG.

- (3) Building safety representatives are responsible for ensuring adequate supplies of salt or other ice melting material is on hand in the building. The snow shovels and salt (or salt-substitute) will be obtained from Logistics Division.

- c. *Snow Removal Team.*

- (1) The 1SG will establish and maintain a Snow Removal Team, consisting of 12 soldiers who are physically capable of performing that mission, and a roster that will include the following information regarding each soldier on the team:

- (a) Rank and full name (L, F, MI).
- (b) Duty section and duty phone.
- (c) Supervisor's name and duty phone.
- (d) Residence address and phone number.

- (2) The soldiers on the Snow Removal Team will be utilized as follows:

- (a) When the AOD determines that he or she and the AAOD cannot manage the task of keeping the entrances to building 2480 clear of snow and ice by themselves. In such case,

the AOD will call in the minimum number of personnel required from the Snow Removal Team to assist.

(b) When tasked to do so by the ISG (or his or her designated representative) in response to a request from any KACC building requiring additional assistance. Only the number of auxiliary personnel from the Snow Removal Team that the ISG deems necessary to assist the requesting activity will be detailed to assist.

4-3. DENTAC

The Commander, DENTAC is responsible for removing snow at his facilities, to include the entrances to Dental Clinic Number 3 in building 2480. Support for snow removal of the parking lot at Epes Dental Clinic will be obtained from the Department of Public Works (DPW), FGGM.

4-4. VS

The Chief, VS will be responsible for removing snow around all VS facilities, to include the parking lots. Support for snow removal of the parking lots will be obtained from DPW.

4-5. FTDTL

a. The Commander, FTDTL will obtain assistance from DPW for clearing the FTDTL's parking lots.

b. Upon request, KACC's Logistics Division will assist in removal of snow from the FTDTL's front steps.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it in order to understand this publication.

AR 1-13

Release of Personnel

AR 310-25

Dictionary of United States Army Terms

AR 310-50

Authorized Abbreviations, Brevity Codes, and

Acronyms

FGGM Reg 210-20

Adverse Weather/Hazardous Conditions
Operating Procedures

FGGM Reg 690-2

Employee Absences, and Applicable
Negotiating Agreements

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Appendix B
Sample Notification Memorandum for Mission Essential Personnel

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR RECORD

SUBJECT: Designation of Mission essential Personnel

1. This is to inform you, _____, that you are designated as mission essential to the operation of Kimbrough Ambulatory Care Center (KACC) under adverse weather or emergency conditions.
2. In the event that any adverse weather plan is implemented for Fort Meade, you will be required to report for duty as scheduled. If, for any reason, you cannot travel to work, notify your supervisor, or the KACC Information Desk or Administrative Officer of the Day at (301) 677-8741.
3. A 24-hour recorded message for adverse weather conditions can be accessed by dialing **(301) 677-6323 (MEAD)**.
4. Your signature below is your acknowledgment of receipt of this notification:

Signature of individual named in paragraph 1 above: _____.

/Supervisor's Signature/
Signature Block
XXX, XX
XXXXXXXXXXXXXXXXXXXXX

CF:
Individual Concerned

Appendix C
Sample Mission Essential Personnel Roster

(OFFICE SYMBOL)

(DATE)

MEMORANDUM THRU Deputy Commander for (Administration/Clinical Services/Nursing)
FOR Chief, Plans, Training, Mobilization and Security Division
SUBJECT: Designation of Mission Essential Personnel and Services during Adverse Weather Conditions

1. The following personnel and services have been designated as mission essential:

a. Physicians.

John D. Hotel, CPT
Alex B. Alpha, GS-13
Alice W. November, GS-13

b. Nurses.

Beth Delta, CPT
Andrew Sierra, 1LT
John Uniform, GS-11
Robert Bravo, GS-11

c. Enlisted staff.

Alpha Romeo, SSG
George Echo, SGT
Nicholas Foxtrot, SGT
Michael Gulf, SPC
Roberta Tango, SPC

2. Mission essential personnel have been notified and their acknowledgment recorded.

3. Point of contact is MAJ Control at 7-XXXX

/Signature/
DONNA O. CONTROL
MAJ, AN
Chief, AMIC

Glossary

Section I Abbreviations

1SG

first sergeant

AHC

After Hours Clinic

AOD

administrative officer of the day

AAOD

assistant administrative officer of the day

DA

Department of the Army

DCA

Deputy Commander for Administration

DCCS

Deputy Commander for Clinical Services

DCN

Deputy Commander for Nursing

DENTAC

U.S. Army Dental Activity, Fort George G. Meade

DPW

Department of Public Works, FGGM

DPTMS

Directorate of Plans, Training, Mobilization and Security, FGGM

EOC

Emergency Operations Center, DPTMS

FGGM

Fort George G. Meade

FTDTL

Forensic Toxicology Drug Testing Laboratory

HQ

headquarters

IAW

in accordance with

KACC

Kimbrough Ambulatory Care Center

MEDDAC

Fort Meade Medical Department Activity, Fort George G. Meade

NCO

noncommissioned officer

NCOIC

noncommissioned officer in charge

PAO

public affairs officer

PTM&S

Plans, Training, Mobilization and Security Division

SDO

staff duty officer

SDS

Same Day Surgery

SMNCO

Senior Medical NCO

VS

Fort Meade Branch Veterinary Services

Section II Terms

Emergency situation

Any condition which could necessitate a delayed opening of the installation or KACC, early release of personnel, or reduction in operations. Situations which may affect the installation include but are not limited to heavy snow, severe icing conditions, extreme cold, floods, severe storms, extreme heat or a massive power failure. An emergency situation could affect KACC without affecting the rest of the Fort Meade installation.

Excused absence (DA civilians)

The period of time when a DA civilian is excused from duty without loss of pay or charged leave. This type of absence is commonly referred to as "administrative leave." Employees may be placed in this status for periods of 59 minutes or less by the immediate supervisor. In unusual circumstances, immediate supervisors are given authority to

grant more than 59 minutes.

Mission essential operations

During adverse weather conditions, mission essential operations within KACC are—

- a. After Hours Clinic (AHC).
- b. Department of Radiology. (For minimal ancillary support to the AHC.)
- c. Laboratory Service. (For

minimal ancillary support to the AHC.)

- d. AOD. (This includes the AOD and AAOD.)

Other absences (DA civilians)

Other civilian absences and lost time relating to adverse weather, not approved by the supervisor, are to be considered under FGGM Reg 690-3, Employee Absences, and Ap-

plicable Negotiated Agreements.

Supervisor

Chiefs of departments, services, divisions, clinics, sections and branches defined by position. This designation includes persons acting in the absence of the assigned individuals.